HOW TO APPLY FOR PROGRAM FUNDING BY USING DCED'S ELECTRONIC SINGLE APPLICATION (ESA):

AN APPLICATION WALKTHROUGH

How to Log In to Single Application

Go to **dced.pa.gov** – click on **"Programs and Funding** – then click on "**Single Application"** to log in.

Single Application Login:
https://dced.pa.gov/singleapp

PA

Help   Contact Us

General Facts
- Create a New Keystone Login Account – Registration
  - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
    - You will be asked to create your profile, login information and security questions.
  - If you have already created an account with another agency whose application uses the Keystone Login Service, you <u>do not</u> need to register another account with us.
  - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
    - Some additional information may be required for those agencies.
- Keystone Login Services
  - There are many account options that can be configured for your Keystone Login account.

Login

What's New?
For an overview of the changes in the new Single Application, please read Help.

Username

Password

LOGIN

Powered by

PA **KEYSTONE LOGIN**

Register
Forgot Password
Forgot Username
Learn more about Keystone Login
Having Trouble Registering

❖**New Users:** Register with Keystone Login

❖**Existing Users -** Login with username and password

❖**Commonwealth Employees:** use CWOPA login (username & password)

❖**Forgotten Password –**
Re-directs user to the Keystone Login
Username is required

3

Brand New to the Electronic Single Application Grant System?
Keystone Login New Account Registration

Keystone Login website: https://keystonelogin.pa.gov/Account/Register

Register

Personal Information:

First Name*

Last Name*

Date Of Birth* | mm/dd/yyyy

Contact Information:

Email

Mobile Phone Number | ###-###-####

Login Information:

Username*

Password*

Confirm Password*

The username should between 6 and 20 characters and should not contains any spaces.
The password must pass these rules:
☐ Must be between 12 to 128 characters in length.
☐ Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:
☐ One uppercase letter.
☐ One lowercase letter.
☐ One numeric number.
☐ One non-character (such as !,#,%,^, etc).

Password Strength: Invalid

Security Questions:

Security Question 1* | Select a security question ▼

Security Answer 1*

Security Question 2* | Select a security question ▼

Security Answer 2*

Security Question 3* | Select a security question ▼

Security Answer 3*

[Register] [Cancel]
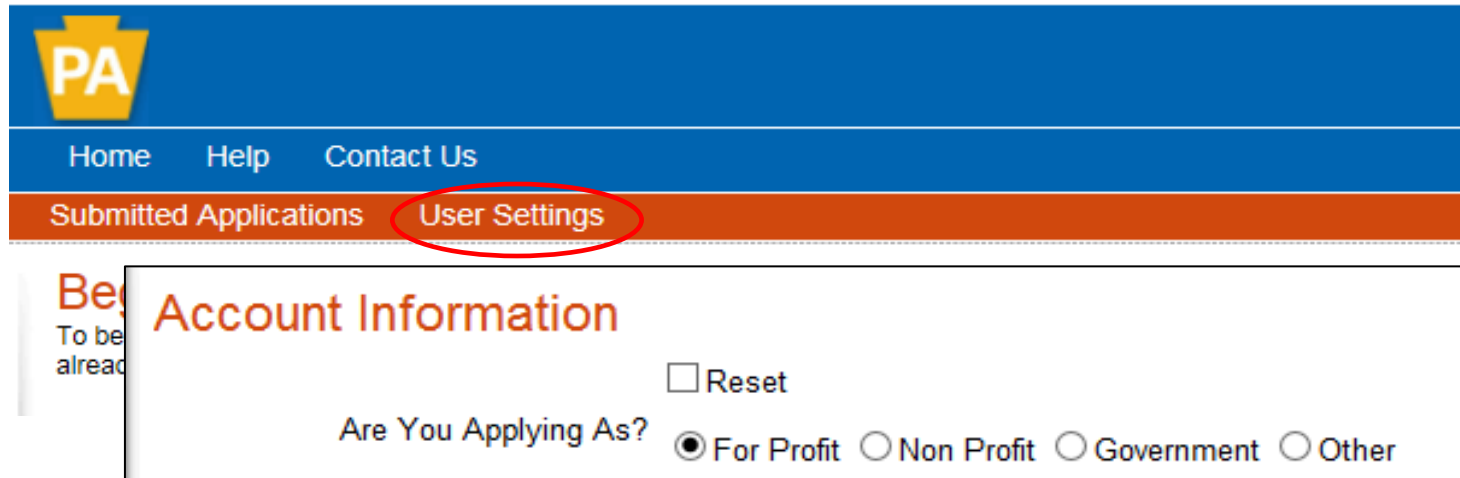
IMPORTANT NOTE: You must return to the Single Application website to complete an application.
https://dced.pa.gov/singleapp

Single Application—User Settings—Account Information
https://dced.pa.gov/singleapp

- ❖ Many Programs are visible based solely upon the Single Application **User Settings**.
- ❖ This information must be completed <u>prior</u> to creating a new application.
- ❖ USER SETTINGS = APPLICANT INFORMATION (not preparer).
- ❖ Select how the applicant is applying (Other is default and should not be selected).

Single Application New Registration Account Information Continued…

Account Information

☐ Reset

Are You Applying As? ⦿ For Profit ○ Non Profit ○ Government ○ Other

Company/Entity Type:
- ○ Limited Liability Partnership
- ○ Partnership
- ○ Sole Proprietorship
- ○ Limited Liability Company
- ○ S Corporation
- ○ C Corporation

FEIN: ◆

SAP Vendor #:

Incorporated in PA? ☐ Yes

Registered to do business in PA? ☐ Yes

Company/Entity Name: Testing

CEO: Test ◆

CEO Title: Test ◆

Application Contact Name: Test Person ◆

Application Contact Title: Testing ◆

Phone: (123)-321-4567 ◆ Ext.
(xxx-xxx-xxxx)

Fax:

E-mail: abc@pa.gov ◆

Mailing Address: test ◆

City: test ◆

State: PA ◆

Zip Code: 17120 ◆

This information is used to display the programs that the organization may be eligible for based on the information provided.

Are You Applying As? – Selection will determine the choices available under Company/Entity Type.

Company/Entity Type – Choose one of the options available

Federal Employers Identification Number (FEIN) – provide FEIN of the company/organization applying (*do not enter the dash).

SAP Vendor Number – will be required only if receiving monies from the state

Required fields are denoted by a red diamond. ✚

Single Application – USER SETTNGS –Account Information **FOR PROFIT** Companies

Account Information

Reset

Are You Applying As?
◉ For Profit ○ Non Profit ○ Government ○ Other

Company/Entity Type:
○ Limited Liability Partnership
○ Sole Proprietorship
○ S Corporation
○ Partnership
○ Limited Liability Company
○ C Corporation

FEIN:

SAP Vendor #:

Incorporated in PA? ☐ Yes

Registered to do business in PA? ☐ Yes

Company/Entity Name: Testing

CEO: Test

CEO Title: Test

Application Contact Name: Test Person

Application Contact Title: Testing

Phone: (123)-321-456
(xxx-xxx-xxxx)

Fax:

E-mail: abc@pa.gov

Mailing Address: test

City: test

State: PA ▾

Zip Code: 17120

The Single Application Account Information is used to display the programs that the company/organization may be eligible for based on the information provided.

PRIOR to Creating a New Application- complete this information to correctly display the programs eligible to the business/organization

1. **Are You Applying As?** – Selection will determine the choices available under Company/Entity Type ***FOR PROFIT**
2. **Company/Entity Type** – Choose one of the options available
3. **Federal Employers Identification Number (FEIN)** – provide FEIN of the business (9 digits, no dashes or spaces) or SSN of an individual
4. **SAP Vendor Number** – if unknown at application time, no problem.
5. **Update Account Information** – make appropriate changes, click "Update"
6. **Required fields** are denoted by a red diamond

UPDATE   CANCEL

Single Application—**BEGIN A NEW APPLICATION**

1. **Project Name** – Enter a project name up to 60 characters
2. **Do You Need Help Selecting Your Program? -** Select Yes or No
   If "Yes" is selected for help selecting your program, the Program Finder will appear. See Selecting a Program - Program Finder for further instructions
   If "No" is selected for program selection, enter the name of the program – see Selecting a Program for further instructions
3. **Create A New Application**—opens an ESA Web Application
4. **Editing an Incomplete Application –** click on the "Edit" button to open an existing application. To delete an application, click on the "Withdraw" button
5. **Applying for additional funding programs –** After completing the first program application, you will be able to copy the project information from the previous application, with the exception of the budget and addenda.
   To apply for additional funding, please see the "Project Overview" page of the application and select "Yes" when prompted.

*Note: an application may be saved, closed, re-opened and edited at any time prior to submitting.

Single Application –**Select Program –Program Finder**

Select Program

Non-Profit/Government Ent

- ☐ Authority
- ☐ College/University
- ☐ Economic Development I
  Types of organizations in
  Corporations (EDC), Indus
  and Regional Export Netw
- ☐ Municipality - County Gove
- ☑ Other Government or Non
  Programs that are availab
  section for additional fund
  for potential programs aft

Use of DCED Funds

- ☐ Advanced Technology - I
- ☐ Community Services - Pr
- ☐ Financial Assistance
- ☐ Infrastructure / Site Deve
- ☐ Machinery and Equipmen
- ☐ Planning / Marketing - En
- ☐ Workforce Development

Sort By

Show Single Application Pro

Select Program

For-Profit Enterprise Types (Display Non-Profit/Government Program Finder)

- ☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- ☐ Agriculture - Including Agri-Processors and Agri-Producers
- ☐ Export - Including Export Manufacturing and Ex
- ☐ Film
- ☐ Financial Institutions - Including Angel Invest
- ☐ Industrial & Manufacturing
- ☐ Professional Services
- ☐ Real Estate Developer
- ☐ Retail & Commercial
- ☐ Small Business - Definition of small business
  programs under this option.
- ☐ Tourism

Use of DCED Funds

- ☐ Financial Assistance - Including Loan Guara
  under this option.
- ☐ Infrastructure / Site Development - Includin
  and Building Acquisition.
- ☐ Machinery and Equipment
- ☐ Research and Development, Marketing -
- ☐ Workforce Development - Including Educatio

Sort By

Program Name ▼

1. **Toggle between Non-Profit/Government and For Profit Enterprise Types** – Selection displayed is defaulted based upon the account information provided.
2. **Sort By** – Programs displayed by Single Application Programs First or alphabetically by Program name
3. **Display Page Results–** click additional page numbers to view more programs
4. **Apply** – If able to apply directly for the program, the "Apply" button will be displayed; to view program factsheets or guidelines click on the link below the program name.
5. **Additional Information** – click to view program fact sheet to determine eligibility or submission requirements

62 results. (Edit Search)
Displaying page 1 of 7
1 2 3 4 5 6 7

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Alternative and Clean Energy Program   ✏ Apply

The Alternative and Clean Energy Program provides financial assistance in the form of grant and loan funds that will be used by eligible applicants for the utilization, development and construction of alternative and clean energy projects in the Commonwealth.

Eligibility: A business; an economic development organization; or a political subdivision, includes municipalities, counties and school districts. As defined in Section II B, political subdivisions may not apply for loans for Alternative Energy Production Projects.

Additional Information: Program Fact Sheet, Guidelines

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Single Application—Program Search Continued

Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Search by Program Name or Acronym

Program Name

Abandoned Mine

Sort By

Program Name

SEARCH   PROGRAM FINDER

1 results.   (Edit Search)

Search Results

Below is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, the program.

Abandoned Mine Drainage Abatement and Treatment Program   App

Applications accepted between 3/1 and 6/30.
Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Wate For-Profit Business other than "producers" of oil and gas

Additional Information: Program Fact Sheet, Guidelines

Non-Profit/Government Enterprise Types (Display For-Profit Program Finder)
If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

☐ Authority

☐ College/University

☐ Economic Development Provider
Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).

☐ Municipality - County Government and Councils of Governments (COGs) should also check this option for eligible programs.

☑ Other Government or Non-Profit -
Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of DCED Funds
Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for DCED funding. If the project does not match any of the options listed below, leave this section blank to view all DCED programs.

☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.

☐ Community Services - Examples include Low Income Assistance projects and Emergency Responsers programs.

☐ Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.

☐ Machinery and Equipment

☐ Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.

☐ Workforce Development - Including Education and Job Training.

Sort By
Show Single Application Programs First

SEARCH

50 results. (Edit Search)
Displaying page 1 of 5
1 2 3 4 5

**Single Application Programs**
The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program   Apply

Single Application –**SELECTING A PROGRAM**

Select Program

Program Name

business

Sort By

Program Name

SEARCH

33 results. (Edit Search)
Displaying page 1 of 4
1 2 3 4

1. **Program Name** – This is a smart Search – Enter desired program name or acronym, click "Search" or enter the acronym or specific words in the program name to narrow the search
2. **Sorting the View -** Search can be displayed by:
   Program Name – programs listed alphabetically by program name
   Show Single Application Programs First –programs that can be directly applied for using the Single Application. Other programs will direct applicant where to apply or provide other information.

Business Opportunities Fund (BOF)

This program is not available in Single Application. Please read the Program
Installment loans, lines of credit and technical assistance for minority business

Eligibility: Any small business may apply, but the program will give priority to s
compete for governmental and private sector contracts. Please read the Program Fact Sheet for a list of Pennsylvania counties where the program is open.

Additional Information: Program Fact Sheet, Guidelines

Educational Improvement Tax Credit (EITC)   ✏ Apply

DCED will begin accepting applications May 16, 2016.
Tax credits to eligible businesses contributing to an Educational Improvement Tax Credit . Tax credits may be applied against the tax liability of a business for the tax year in which the contribution was made. A desktop guide for businesses on how to apply using DCED's Electronic Single Application for this program is available on NewPA.com.

Single Application –Selecting a Program Continued

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded by DCED. You may select more than one option. If no options are selected, all programs will display.

☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.

☐ Agriculture - Including Agri-Processors and Agri-Producers.

☐ Export - Including Export Manufacturing and Export Services.

❖ **Program Finder:**
- Displays programs for specific entity type and/or use of funds selected

❖ **Sort By:**
- Single Application Programs First (alphabetically)
- Program Name

☐ Financial Institutions - Including Angel Investment Groups, Banks, and Venture Capital Partnerships.

☐ Industrial & Manufacturing

☐ Professional Services

☐ Commercial

☐ Small Business - Definition of small business varies based on the program selected. Woman-owned and minority-owned business should also check for additional programs under this option.

☐ Tourism

Sort By

| Show Single Application Programs First |
| Program Name |

SEARCH → Search to display results

☐ Research and Development, Marketing - Including Technical and Consulting Services.

☐ Workforce Development - Including Education and Job Training.

Sort By <

Show Single Application Programs First ▾

SEARCH

Single Application –Program Finder Results

66 results. (Edit Search)
Displaying page 1 of 7
1 2 3 4 5 6 7

Program Results

Apply for Program

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevent to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program   ✏ Apply
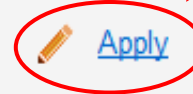
Applications accepted between 3/1 and 6/30.
Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately, to remove these streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Watershed Organization, For-Profit Business other than "producers" of oil and gas

Additional Information: Program Fact Sheet, Guidelines

Guidelines
- Unique to each Program's requirements

Program Fact Sheet
- Detailed Overview
- Eligibility & Deadlines

Single Application-Applicant Information

Single Application- EITC/OSTC SHORT APP.

Confirm in your "User Settings" on the Home screen, that you are applying as "for profit" for the EITC and OSTC Short Application buttons to populate when creating a new application.

If you are applying for EITC or OSTC, click the appropriate program button for a shortened application process.

Applicant information page will generate—click "Use Account Information" to pre-populate the majority of required fields on the page.
*Note: Additional information will still need to be entered prior to clicking on continue.

Single Application- EITC/OSTC SHORT APP. Cont.

By clicking on the EITC/OSTC Application button, the application
was reduced from 8 pages to 3: Applicant, Addenda, Certification

- Applicant information, Addenda (program specific) and Certification pages
  will need to be completed prior to the "Submit Application" button appearing
  on the Certification Page.

- Any changes that need to be made to the application must be done prior to
  submitting.

Single Application—Program Addenda

Program Addenda – Program specific information required by the program in accordance with the program guidelines. Addenda varies per program and may be required up front.

Review Information Bar – Will display informational reminders per tab once page is saved.

Yes/No Questions – drop down for selection

Text Box – type response in text form

Download Forms – download form, print, save and upload to application

Upload Attached Files – click browse – select by highlighting file – click open to select file – click continue or save to upload the file. Attached files may be viewed or deleted once attached.

Checkbox(s) – read the statement and check the box indicating you have read and will attach requested documents via the application electronically or submit by mail with the application signature page.

Single Application- Certification

Certification Page can be used as an application checklist to confirm that all required data has been satisfied.

Incomplete Application: If information "required" has not been satisfied, the application cannot be submitted. A list of the required files will be displayed.

To access the incomplete sections of the application – click the heading link which opens the application page to that section.

If you are having difficulty, or need additional assistance, please record your **Web Application #** and contact DCED Customer Service: 1-800-379-7448.

Single Application- Certification cont.

Program   Applicant   Project Overview   Project Site   Narrative   Budget   Addenda   Certification

Applicant: Sarah's Test Example   **Web Application #:** 8073721
Program: Abandoned Mine Drainage Abatement and Treatment Program   Program Fact Sheet   Program Guidelines

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it to DCED for processing. **After submitting, you will no longer be able to make changes.**

DCED Electronic Signature Agreement:

☑ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting mate... and accurately represent the status an... of the applicant, I have verified with an... and accurately represents the status a... make a false statement or overvalue a... may be subject to criminal prosecutio... authorit...s) and 31 U.S.C. §§ 3729 and...

☑ I am the applicant

○ I am an authorized representativ...

○ I am a DCED "Certified" Partner...

Type Name Here:

NAME HERE

DCED Electronic Attachment Agreement:

☑ Along with the web application, if you have been requested or need to send any documentation to DCED please print and send a copy of your E-Signature and mail it to DCED along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

> Once all required information and/or errors have been satisfied;
> **Submit Application button is displayed.**
> ✓ Application cannot be modified or updated once submitted.
> ✓ Contact the Program Office if modifications need to be made to a Submitted Application.
> ✓ Check **ALL** Boxes on application page and type your name **PRIOR** to clicking submit application button.

SUBMIT APPLICATION

Single Application- Certification cont.

Successfully Submitted Application: Displays option to print application and/or signature page, where to mail documents and (if selected in project overview) option to create another application.

12 – digit Single Application ID number generated
- ✓ Instant Confirmation

Option to print the signature page and/or the entire application

Option to apply for additional DCED funding for the <u>same</u> project.
- ✓ Select additional program
- ✓ Complete Budget and Addenda sections

Application Certification

Single Application ID #: 201604082617

The web application has been successfully submitted to DCED for processing.

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201604082617 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

Print Signature Page only

Print Entire Application with Signature Page

The signature page along with any paper supporting documents can be mailed to the following address:

Penns
Comm
Attn: C
400 No
Harrisb

Mailing instructions and address will vary by program

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT

User Tips:

- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and have to re-enter it.
- Save frequently.
- Electronic Single Application works best when accessed through Internet Explorer
- Once you have created a Single Application, there are 2 ribbons that will help you navigate through the entire process; BLUE and RED.

BLUE Ribbon Links: HOME (will take you to the home screen to see your submitted applications and incomplete applications).

- Home will allow you to view "User Settings" and submit applications.

RED Ribbon Links: Page-by-page Navigation through the single application.

- Certification Page: a checklist for completion. At any time during the application process, you can click on Certification to see if you've satisfied all required information for each page. If not, a link to the page and a list of errors will appear.
- Once all required information has been submitted, submit application will appear.

For additional assistance please contact:

Customer Service Center
1-800-379-7448
ra-dcedcs@pa.gov

Sarah D. Smith
Christina Kurtz
Anthony Bupp
René Wood
Monisha Lane

PA pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT